

**OPERATING  
INSTRUCTIONS**

*The*  
*Noiseless*  
Typewriter

**RETAIN THIS BOOK FOR  
REFERENCE PURPOSES**

The Noiseless Typewriter,  
Connecticut Branch,  
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82 Church Street,  
NEW HAVEN, • CONN.

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## OPERATING INSTRUCTIONS

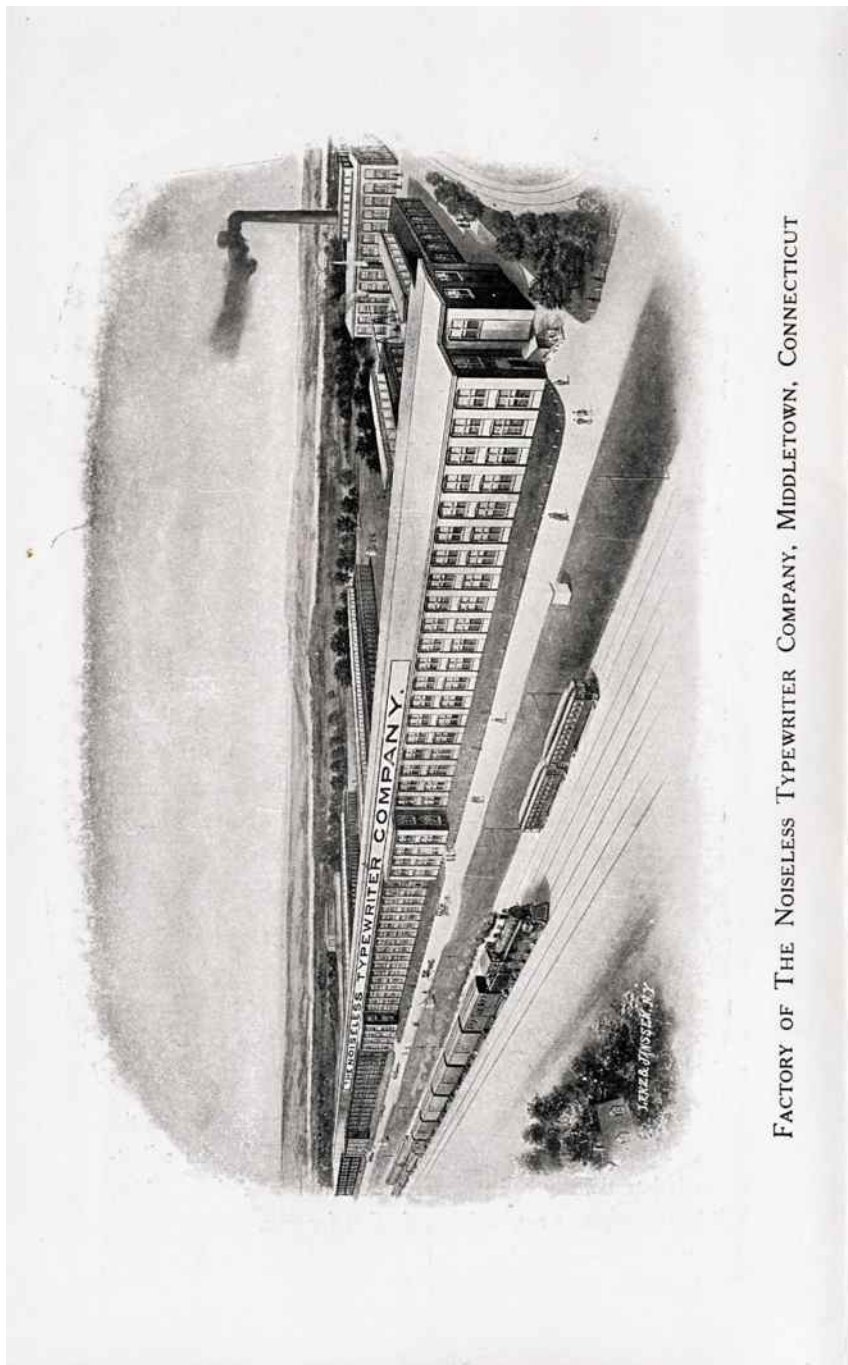
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### FOREWORD.

The general operation of **The Noiseless Typewriter** presents no radical change from that of other standard makes. Operating levers, keys, etc., will be found in relative positions on the machine, and the typist experiences no difficulty in becoming accustomed to the use of **The Noiseless**. Due to refinement of motion in operating parts and the absolute elimination of the usual nerve-racking typewriter noises, **The Noiseless Habit**, once formed, is rarely, if ever, broken.

Every machine, before shipment or delivery, is perfectly adjusted to meet the demands of ordinary usage and receives a practical operator's test. Extraordinary work, or the jolts occasioned by shipment, may necessitate further adjustment. In such case call upon **The Noiseless Service Department**. It is maintained for your convenience and is always ready.

In the following pages information which would enable the inexperienced to take the machine apart or to change its adjustments is intentionally omitted. *Do not tinker with the machine.* We have competent mechanics to do that for you.



FACTORY OF THE NOISELESS TYPEWRITER COMPANY, MIDDLETOWN, CONNECTICUT

### TO UNPACK MACHINE.

After the machine has been taken from the packing box, the skid and paper covering removed, take off the rubber cover. At the rear of the machine, on the right side of the Center-Tie (Plate 2, Fig. 7) will be found a pair of clamps (Plate 2, Fig. 13) holding the carriage in rigid position. Loosen the clamp screw and disengage the clamps from the carriage rail. Drop the clamps out of the way of the carriage and tighten the screw to prevent rattling. The machine is now ready for use.



PLATE No. 1.

- |                          |                               |
|--------------------------|-------------------------------|
| 1. Line space lever      | 13. Pressure indicator dial   |
| 2. Platen knob           | 14. Back space key            |
| 3. Ribbon cup cover      | 15. Margin release key        |
| 4. Ribbon cup            | 16. Space bar                 |
| 5. Line spacer regulator | 17. Paper fingers             |
| 6. Margin stops          | 18. Paper release lever       |
| 7. Fig. shift lock       | 19. Paper guides              |
| 8. Fig. shift            | 20. Carriage release levers   |
| 9. Cap shift             | 21. Tabulator stops           |
| 10. Cap shift lock       | 22. Variable line space lever |
| 11. Margin stop rack     | 23. Tabulator key             |
| 12. Pressure indicator   |                               |



## PACKING MACHINE FOR SHIPMENT.

Fasten the carriage rigidly in position against the Center-Tie by use of clamps (Plate 2, Fig. 13). Fasten machine with the four packing screws to the skid of the Noiseless packing box, place it in position and screw down the cover.

## WHERE TO OPERATE THE MACHINE.

Place on a rigid flat-top desk or stand.

Use a chair of sufficient height to permit the hands to be on a level with the elbows when operating. This is important.

## HOW TO FASTEN MACHINE.

Locate machine so that it will interfere with no part of the desk when in operation, or, if a "drop cabinet" is used, when the desk is closed. Bore holes in desk board under the **front** feet

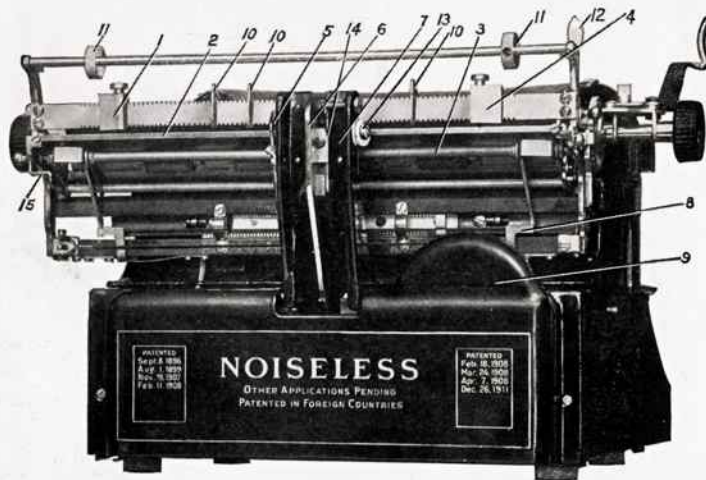


PLATE No. 2.

- |                        |                                   |
|------------------------|-----------------------------------|
| 1. Margin stop         | 9. Back plate                     |
| 2. Carriage rail       | 10. Tabulator stops               |
| 3. Paper feed roll     | 11. Paper guides                  |
| 4. Margin stop         | 12. Paper release lever           |
| 5. Bell ringer shaft   | 13. Clamps for fastening carriage |
| 6. Margin stop lever   | 14. Carriage retainer             |
| 7. Center tie          | 15. Feed roll tension lever       |
| 8. Escapement rack arm |                                   |

and use screws furnished with machine, turning them up into the frame in the center of the rubber feet. Allow for **slight motion** between machine and desk.

## PAPER INSERTION.

Insert the paper in the usual manner. Exceptional precision in the construction of **The Noiseless** feeding mechanism relieves the operator of any care other than the straight presentation of the paper to the rear feed rolls. One turn of the platen-knob then brings the paper to the printing point in accurate alignment. By employing the paper guide (Plate 1, Fig. 19) the margin may be kept uniform on all work. They are of great assistance in tabulating and billing work, for with no conscious effort the form may always be inserted in the same position.

## FEED ROLL TENSION LEVER.

Located at the right end of the carriage (rear), Plate 2, Fig. 15. It may be moved up and down, to regulate the tension of the feed rolls. *For all ordinary work and manifolding keep the lever up.* To feed heavy cards, draw the lever down as far as it will go. This motion increases the feed roll tension and permits accurate feeding under the most severe conditions without the aid of extra attachments.

## RE-ARRANGEMENTS OF PAPER POSITION.

Release the feed roll tension by pressing back the Paper Release Lever (Plate 1, Fig. 18). Both hands are now free to adjust paper to the desired position. Snap the lever forward to re-set the tension.

## PRINTED LINE.

Line of printing lies above and immediately adjacent to the Aligning Scale (Plate 3), each character appearing directly above one of the graduations on the Scale.

## PRINTING POINT.

Lies directly behind the lower type-guide slot (Plate 3, indicated by arrow), three spaces to the right of the first graduation on the left hand section of the Aligning Scale. (In elite machines, four spaces to the right.)

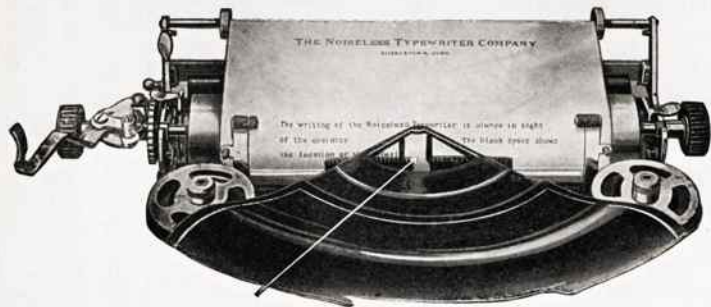


PLATE No. 3.  
PRINTED POINT AND PRINTED LINE

#### INSERTIONS IN PRINTED COPY.

Bring the printed line to the desired position by pulling up the Variable Line Space Lever (Plate 1, Fig. 22) and turning platen. For horizontal adjustment of paper in locating the printing point, press back Paper Release Lever (Plate 1, Fig. 18).

#### TOUCH.

The lightness of **The Noiseless Touch** has never before been even approximated in any other machine. The heavy, follow-through stroke has been discarded and in its place you find an action the smoothness and rapidity of which is realized to the fullest extent by a *quick, staccato depression of the keys*.

For a short time the absence of noise may confuse the operator, and in a futile attempt to develop the customary noise undue effort will be exerted on the keyboard. After several days' use, however, the operator begins to question how the strain occasioned by the heavy, noisy action of the machine of the past was withstood.

#### PAPER FINGERS.

Readily moved to accommodate various widths of paper by employing the handles thereon.

#### CARRIAGE RELEASE LEVERS.

To remove carriage quickly to left or right, press down either of the Carriage Release Levers (Plate 1, Fig. 20), releasing lever when carriage is brought to desired position.

#### MARGINAL STOPS.

Exceptionally handy and readily adjustable. Press down on the button top and slide to left or right. The inside edge of the stop, in conjunction with the Margin Stop Scale (Plate 1, Fig. 11) determines its position. It corresponds with the graduations on the Paper Finger Scale located on the carriage below the line of printing.

#### MARGIN AND LINE LOCK RELEASE.

Five spaces after the warning bell rings near the end of the line the carriage automatically stops and the keys are locked, preventing the piling of characters. To write beyond this point, tap the Margin Release Lever (Plate 1, Fig. 15). This operation in no way disturbs the position of the Stops. To write inside of the left margin hold the margin release lever down and push carriage back.

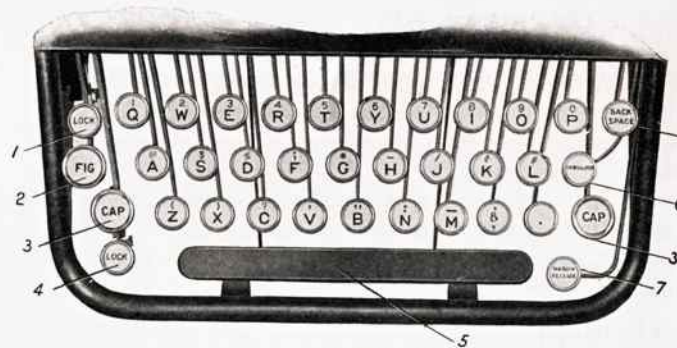


PLATE No. 4.

- |                       |                   |
|-----------------------|-------------------|
| 1. Figure shift lock  | 5. Space bar      |
| 2. Figure shift       | 6. Tabulator key  |
| 3. Capital shift      | 7. Margin release |
| 4. Capital shift lock | 8. Back spacer    |

#### LINE SPACE REGULATOR.

To set the Line Spacer for single spacing, lift the Regulator, at the left-hand side of the carriage (Plate 1, Fig. 5), turning it until it slips down into position with No. 1 facing the front of the machine. For double and triple spacing, employ the Regulator in the same manner, setting it at No. 2 and 3 respectively.



### CARRIAGE RETURN.

Use Carriage Return Lever (Plate 1, Fig. 1). This motion also suffices to space between lines. *Observe the extreme lightness of The Noiseless Carriage.*

### SPACING BETWEEN WORDS.

Press Space Bar (Plate 1, Fig. 16).

### VARIABLE LINE SPACING.

Lift Variable Line Space Lever (Plate 1, Fig. 22) to accomplish varied spacing between lines.

### PRESSURE REGULATOR (PLATE 6).

Pressure Dial (Plate 1, Fig. 13) and Indicator (Plate 1, Fig. 12) are provided for controlling position of carriage when writing on cards or envelopes, also regulating amount of pressure employed for manifolding.

### MANIFOLDING.

When making one or two carbon copies, keep Indicator at Zero. When more than two copies are desired, press dial down, the distance depending on number of copies to be made and thickness of paper used. Press far enough to eliminate pounding while writing and near enough to produce a legible final copy.

After short use of the machine, the operator will regulate the Indicator with practically no conscious effort.

We advise **The Noiseless Brand** of carbon paper, or a brand approximating it in texture.

### CARD WRITING.

Insert card and draw Indicator to about 6 on the Dial. Now operate a key lever and move Indicator slowly toward Zero until desired printed result is obtained. This method insures even and clear-cut work on the heaviest cards.

### MATCHING PROCESS WORK.

The use of the Indicator facilitates matching of process work, such as multigraphed circular letters. Insert work to be matched, testing the printing with Dial at Zero. If too dark, move dial down until the desired result is obtained.

### STENCIL CUTTING.

With a pencil draw the ribbon up from its position in front of printing point and lay it over the Upper Type Guide. Stop Ribbon Feed by pushing Stencil Regulator on the right-hand side of machine (Plate 5, Fig. 2) up to position indicated by the dotted line (Fig. 3). Clean type thoroughly and insert stencil form in the usual manner. Indicator should be kept at Zero on the Dial (Plate 1, Fig. 13).

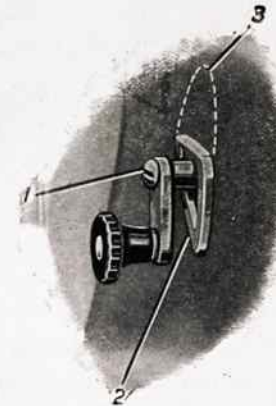


PLATE No. 5.  
STENCIL SWITCH.

Printing by pressure, as accomplished on **The Noiseless**, obviates the possibility of the operator striking keys too hard, thereby insuring an evenly cut Stencil.

### ERASING.

Turn Platen upward several notches, using Platen Knob (Plate 1, Fig. 2). Our Steel Platen provides an ideal erasing surface, insuring clean corrections. Carbon copies are easily erased while in this position. No need to remove them from the machine.

### SHIFT KEYS.

Hold down firmly either of the keys marked "Cap" (Plate 4, Fig. 3) while letter is being printed, to obtain capital letter.

To print figures, or any of the characters appearing on the upper half of the key tops, employ the "Fig" key (Plate 4, Fig. 2).

### SHIFT LOCK.

Writing a line of characters on either shift is more readily and quickly accomplished by locking carriage in shifted position (Plate 4, Fig. 1 for Figures, and Fig. 4 for Capitals). Carriage remains locked until released by operator.

### RELEASING SHIFT LOCK.

A slight tap of the finger on either shift key will bring carriage back to normal position, regardless of which shift key is locked.

If Figure Shift Key is locked, operator may go directly to Capital Shift by one stroke of the finger. Simply depress the "Cap" key. Reverse this operation when going from the "Cap" to the "Fig" Shift. This is an exclusive **Noiseless** feature and enhances speed.



PLATE No. 6.  
PRESSURE INDICATOR.

### BACK SPACER.

Placed conveniently in the Keyboard (Plate 4, Fig. 8) for use in setting the carriage and making corrections, as well as in connection with the Tabulator in billing.

### TABULATOR.

Tabulator Key is conveniently located in the keyboard (Plate 4, Fig. 6). To operate, depress this key, holding down until carriage comes to a standstill against a Tabulator Stop. These Stops (Plate 1, Fig. 21) are easily removed by drawing them backward and readjusted by pressing them over Tabulator Rack (Plate 1, Fig. 11) in desired position. Determine position by the graduations on this rack in conjunction with those on the paper scale, in front of carriage.

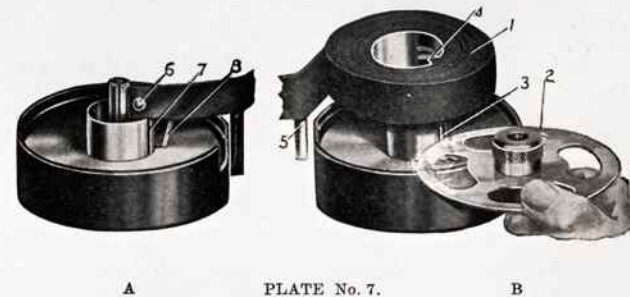


PLATE No. 7.

### RIBBON MOVEMENT.

On Plate 7 is shown in detail the left and right Ribbon Cups, with ribbon ready to be placed in position. Hold the ribbon (on The Noiseless Ribbon Core [No. 1]), in position indicated on B. Keep Reversing Lever in position (3) by means of ribbon cup cover, which must be removed for this operation. The position of Reversing Lever is important, as it is *absolutely essential* that it be set into groove 4 when ribbon is now lowered into the cup. Bring loose end of ribbon over to the left cup, setting same into groove 7. The button (6) will hold it in position.

### REFER TO PLATE No. 8.

Grasp ribbon between points 3 and 4, and with a single motion, slide it into the clips 4 and 5; bring it over posts marked 3; replace ribbon cup covers and machine is ready for use.



PLATE No. 8.

#### CARE OF MACHINE.

The exceptional dust-proof construction of **The Noiseless** relieves the operator of much trouble in keeping the machine clean.

As a result of pressure printing, the type faces seldom become clogged. When necessary, utilize type brush furnished with the machine. *Use no liquid.*

Type bar plate immediately in front of type and over which the type bars glide should be kept free from dust. **Keep carriage rail (Plate 2, Fig. 2) clean, using cloth once or twice a week and apply oil.**

With every mechanism it is essential that all moving parts and bearings be kept lubricated. Follow this principle in the care of **The Noiseless**, using a light typewriter oil on all exposed moving parts and bearings.

When not in operation, keep **The Noiseless** protected by using Rubber Cover furnished with the machine.

#### INFORMATION.

When requesting information concerning your machine, always furnish Serial Number,—located at the immediate left of the Right Ribbon Cup.

THE NOISELESS TYPEWRITER COMPANY  
GENERAL SALES OFFICE,  
253 BROADWAY,  
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